



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
FAX (401) 737-2364

SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Friday, May 3, 2013. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
BIDS REQUESTED FOR

Bid #2014-17 Hardware Maintenance Contract for Printers

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, May 3, 2013.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Wednesday, May 22, 2013. The bids will be opened publicly commencing 10:00 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 at least 48 hours in advance of the bid opening date.

James F. Marcello
Purchasing Agent

**CITY OF WARWICK
NOTICE TO BIDDERS**

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The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2014-17 Hardware Maintenance Contract for Printers." Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Donald Puglia, Warwick Police Department, 99 Veterans Memorial Dr., Warwick, RI at 401-468-4316.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Prices to be held firm July 1, 2013 through June 30, 2014. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must provide the City of Warwick with an original certificate of insurance for general liability in a minimum amount of \$1 million. Faxes are not acceptable. The certificate of insurance must name the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability

for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

WARWICK POLICE DEPARTMENT

PART I

BID SPECIFICATIONS FOR PRINTER MAINTENANCE

General and Special Terms and Conditions

A. PURPOSE

The purpose of this Request for Proposal is to obtain from qualified and interested vendors, proposals with competitive pricing to provide onsite maintenance for equipment listed in Part II of this document. The maintenance contract will be from 07/01/2013 until 06/30/2014.

B. EVALUATION CRITERIA

- a. Experience/Ability and References for equipment listed in Part II
- b. Lowest Bid will not be used as the only single bid award criteria

C. POINT OF CONTACT:

Warwick Police Department
Attn: Donald Puglia, Systems Management Specialist
99 Veterans Memorial Drive
Warwick, RI 02886
(401)468-4316
donald.puglia@warwickri.com

PART II

A. Hardware maintenance for Printers

a. Call Window

- i. Eight hours weekdays (Mondays through Friday)**
- ii. None on Saturdays and Sundays**

b. Printers included under this call window

- | | | |
|-------|------------------------|-------------------------------------|
| i. | Hewlett Packard 8100 | S/N: USDG017222 (records) |
| ii. | HP LaserJet CM1415fnw | S/N: CNG8BCVCJV (psd oic) |
| iii. | Hewlett Packard 4050N | S/N: USBB193161 (asd) |
| iv. | Hewlett Packard 4050 | S/N: USQX086675 (psd main) |
| v. | Hewlett Packard 4050 | S/N: USQF078365 (dispatch) |
| vi. | Hewlett Packard 4250N | S/N: CNBXD24920 (patrol report) |
| vii. | Hewlett Packard 4600DN | S/N: JPDKF39631 (asd color) |
| viii. | HP LaserJet P2055dn | S/N: CNB9040899 (patrol jlink) |
| ix. | Hewlett Packard 2100 | S/N: USFH032364 (mugshot) |
| x. | Hewlett Packard 2100 | S/N: USGH032284 (psd lt.) |
| xi. | Hewlett Packard 2100 | S/N: USGH032281 (chief) |
| xii. | Hewlett Packard 2100 | S/N: USDD018641 (fingerprint) |
| xiii. | Hewlett Packard 2100 | S/N: USGH032397 (secretary dc) |
| xiv. | Hewlett Packard 2420 | S/N: CNDJC46142 (detective jlink) |
| xv. | Hewlett Packard 2430N | S/N: CNGKJ31003 (prosecution jlink) |
| xvi. | Hewlett Packard M401DN | S/N: JPBDY11999 (patrol sgt.) |
| xvii. | Hewlett Packard P2035n | S/N: CN9T71032 (patrol e-citation) |

c. Repair of above printers must be completed within four days of the call being placed. Therefore, a sufficient supply of spare parts must be maintained.

d. The engineer responding to the call should be on site within one day from the time the call was placed.

PART III

Printer Maintenance Contract

COST PROPOSAL

The costs provided should be for one year.

<u>ITEM DESCRIPTION</u>	<u>COST</u>
Quote – Part II, Section A (Annual Cost)	\$ _____

USE ADDITIONAL PAGES AS NECESSARY FOR OTHER COSTS

CITY OF WARWICK
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2014-17 Hardware Maintenance
Contract for Printers

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

Pricing As Submitted

PLEASE SUBMIT THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
BID #2014-17 PURCHASING AGENT